

This is a notice of a sealed bid sale of several lots of surplus and scrap items located at the U.S. Embassy Warehouse in Embakasi. Included in this sale are multiple lots for bid including scrap metal, used safes, used toilets/sinks/basins, used vehicle parts, old telephones, scrap wood, old air filters, etc. This sale is open to the public.

**Bidding Instructions:**

- All the lots are located at the U.S. Embassy Warehouse located in Embakasi.
- The dates & times for viewing lots at the warehouse are:
  - **January 22<sup>nd</sup>, 9 am – 4 pm**
  - **January 23<sup>rd</sup>, 9 am – 11 am**
  - **January 24<sup>th</sup>, 9 am – 4 pm**
  - **January 27<sup>th</sup>, 9 am – 4 pm**
  - **January 28<sup>th</sup>, 9 am – 4 pm**
  - **January 29<sup>th</sup>, 9 am – 4 pm**
  - **January 30<sup>th</sup>, 9 am – 4 pm**
  - **January 31<sup>st</sup>, 9 am – 11 am**
- Sealed bids will be received from Embassy employees and members of the public from Monday, January 21<sup>st</sup> until January 31<sup>st</sup> at 11:00 am (during the viewing hours listed above). Blank bid forms are attached to this document and will be provided at each bid box location.
- Bids can be dropped off at the following two locations:
  - Truck parking area at the side entrance to the U.S. Embassy on Gigiri Drive – the road going towards Village Market
  - At the entrance to the U.S. Embassy Warehouse in Embakasi.
- Sealed bids will be opened on Monday, February 3<sup>rd</sup>.
- The winning bidders will be contacted by phone on Tuesday, February 4<sup>th</sup> and notified of the total sum due.
- Upon notification of a winning bid by phone, winning bidders will issue payment between February 4<sup>th</sup> and February 7<sup>th</sup>. Buyers will collect their items at the Warehouse in Embakasi on February 10<sup>th</sup> between 9 am and 1 pm only.
- Payment must be made before collection and payment receipts must be shown before the items are released to the buyers.

For additional information, please contact the General Services Office at the following Email address: [NairobiGSOAccountablePropertyunit@state.gov](mailto:NairobiGSOAccountablePropertyunit@state.gov)

**SCRAP SALE**

<u>LOT NO</u>	<u>DESCRIPTION</u>
1	USED TIRES
2	USED TIRES
3	USED AIR FILTERS
4	USED BATTERIES
5	SCRAPPED TIMBER
6	SCRAPPED SAFES (10 EA)
7	SCRAPPED SAFES (8 EA)
8	USED TOILETS/SINKS/BASINS
9	WITHDRAWN
10	USED SERVER CABINET/UMBRELLA BASES/METAL PARKING SIGNS
11	SCRAPPED TIMBER
12	SCRAP METAL
13	CAR SHELL
14	SCRAPPED CAR PARTS
15	CAR SHELL
16	SCRAPPED CAR PARTS
17	CAR SEATS (2 EA)
18	WITHDRAWN
19	WITHDRAWN
20	USED SHREDDING MACHINE
21	USED SHREDDING MACHINE
22	TELLER WINDOWS (2 EA)
23	DROP BAR BARRIER
24	BOX OF CABLES/CCTV MONITORS
25	2 BOXES OF USED TELEPHONES
26	1 BOXES OF USED TELEPHONES
27	3 BOXES OF MOTOROLA EQUIPMENT
28	COMPRESSORS-3 EA
29	INCUBATORS -2 EA
30	WATER HEATERS – 6 EA

U.S. EMBASSY NAIROBI  
SEALED BID SALE – January 2014  
BID FORM

NAME: \_\_\_\_\_

PHONE: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

Please enter your bid for each desired item in KES – Please write clearly.

Lot 1: \_\_\_\_\_

Lot 21: \_\_\_\_\_

Lot 2: \_\_\_\_\_

Lot 22: \_\_\_\_\_

Lot 3: \_\_\_\_\_

Lot 23: \_\_\_\_\_

Lot 4: \_\_\_\_\_

Lot 24: \_\_\_\_\_

Lot 5: \_\_\_\_\_

Lot 25: \_\_\_\_\_

Lot 6: \_\_\_\_\_

Lot 26: \_\_\_\_\_

Lot 7: \_\_\_\_\_

Lot 27: \_\_\_\_\_

Lot 8: \_\_\_\_\_

Lot 28: \_\_\_\_\_

Lot 9: WITHDRAWN

Lot 29: \_\_\_\_\_

Lot 10: \_\_\_\_\_

Lot 30: \_\_\_\_\_

Lot 11: \_\_\_\_\_

Lot 12: \_\_\_\_\_

Lot 13: \_\_\_\_\_

Lot 14: \_\_\_\_\_

Lot 15: \_\_\_\_\_

Lot 16: \_\_\_\_\_

Lot 17: \_\_\_\_\_

Lot 18: WITHDRAWN

Lot 19: WITHDRAWN

Lot 20: \_\_\_\_\_

**Bidding Instructions:** Please write your bid (in KES) clearly in each of the lines above using pen (not pencil). Please fold each bid paper over several times, making sure the writing inside is not visible. Do NOT write anything on the outside of the bid paper. Only bid on items you want.

There are two bidding locations. Please drop your bid into the bid boxes located at either:

- 1) The truck parking area on the side of the US Embassy on Gigiri Drive
- 2) The entrance to the US Embassy Warehouse in Embakasi.

**Bids must be dropped off between January 22<sup>nd</sup> to 31<sup>st</sup>. Bidding closes at 11.00 am on January 31<sup>st</sup>.**

**Items must be collected on Wednesday, February 5<sup>th</sup> between 9 am and 1 pm at the Embakasi Warehouse.**